

JOB DESCRIPTION
MURFRESBORO JUDICIAL DEPARTMENT
ADMINISTRATIVE SECRETARY

- 1. JOB TITLE:** Administrative Secretary-Judicial Department
- 2. DEFINITION:** The position of Administrative Secretary-Judicial Department requires an individual who possesses secretarial skills, the personal disposition and the psychological qualities generally required of people who work well with the public and other employees. This is an entry level position. The employee will be responsible to the City Judge. All employees are responsible to the City Manager. This position is classified as Non Exempt for the purposes of the Fair Labor Standards Act, as having no significant occupational exposure to bloodborne pathogens and, as Non-Safety Sensitive; the employee will be subject to reasonable suspicion, post-accident, return to duty and follow-up drug and alcohol testing.
- 3. EQUIPMENT/JOB LOCATION:**
 - a. An Administrative Secretary must be capable of operating a personal computer, typewriter, 10-key calculator, facsimile machine, photocopier, postage machine, multi-line telephone system and miscellaneous office equipment and accessories customarily used in an office environment.
 - b. The job location is in the Judicial Department. Work is generally performed indoors and in a smoke-free environment.
- 4. ESSENTIAL FUNCTIONS OF THE JOB:**
 - a. Operates a computer workstation for the purpose of entering, updating and retrieving traffic and misdemeanor citations.
 - b. Answers telephone inquiries from the public and various city, county and state departments.
 - c. Performs record checks for the general public, local, state and federal agencies.
 - d. Records and maintains court schedules for police officers.
 - e. Enters court action of cases on computer after hearings.
 - f. Uses National Crime Information Center and Tennessee Crime Information Center for name or vehicle checks and other authorized purposes.
 - g. Maintains files and records of the Judicial Department.
 - h. Sits, stands and walks intermittently.
 - i. Types correspondence and reports as directed.
- 5. ADDITIONAL EXAMPLES OF WORK PERFORMED:**
 - a. Delivers correspondence-documents to other departments, depositing outgoing and in-house mail in proper receiving bins.
 - b. Performs other duties and special projects as assigned.
 - c. Receipts funds/when directed.

6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- a. High school diploma or equivalent required.
- b. Must be at least 21 years of age.
- c. Must have legal authorization to work in the United States.
- d. Must not have been convicted of or pleaded guilty to or entered a plea of nolo contendere to any felony charge or to any violation of any federal or state laws or city ordinances relating to force, violence, theft, dishonesty, gambling or controlled substances.
- e. Possess good working knowledge of a personal computer with DOS, Windows Microsoft Word, photocopying machine, multi-line telephone and inter office communications system.
- f. Ability to type 60 words per minute, preferred.
- g. Ability to perform occasional overtime.
- h. Ability to report for work and perform job responsibilities in a timely manner in order to meet scheduled deadlines.
- i. Must have a good reputation for and ability to maintain confidentiality.
- j. Possesses physical and mental ability to work independently.
- k. Possesses temperament and good judgment to effectively deal with the public and/or City employees some of whom may be irate and unreasonable.
- l. Possesses the ability to pass any and all background and fingerprint checks as requested and required by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation.
- m. Ability to complete study guide and pass a written examination for certification as a query operator as mandated by the Tennessee Bureau of Investigation for operation of National Crime Information Center and Tennessee Crime Information Center.
- n. Ability to concentrate and accomplish tasks despite interruptions.
- o. Must have the ability to lift at least 25 pounds.
- p. Ability to perform a variety of tasks simultaneously or in rapid succession.
- q. Ability to establish and maintain an effective working relationship with supervisors, other City employees and the public.

Non-Exempt
Non-Safety Sensitive
July 28, 2005